

Receivables Management in Microsoft Dynamics GP 2015

Course Details

Course Outline

Module 1: Overview and Setup Procedures

This module gives students a general overview of the features and benefits of using Receivables Management in an integrated environment. In addition, it discusses setup procedures and examines in detail the options available to customize. It also focuses on the integration between Receivables Management and General Ledger in Microsoft Dynamics GP.

Lessons

- Features and Benefits
- Setup Procedures
- Receivables Management Setup
- Receivables Setup Options
- Sales Territory Maintenance
- Salesperson Maintenance
- Customer Class Setup
- Customer Maintenance
- Customer Maintenance Options
- National Accounts Maintenance
- Refund Check Setup
- Sales Email Setup
- Beginning Balances

Lab : Receivables Management Setup

Lab : Set Up a New Sales Territory

Lab : Set Up a New Salesperson

Lab : Modify a Customer Class

Lab : Set Up a New Customer

Lab : Set Up a National Account

Lab : Set Up Refund Checks

Module 2: Daily Procedures

This module explains the daily procedures performed in Receivables Management. It focuses on the entry of transactions such as invoices, cash receipts, and finance charges.

Lessons

- Transaction Entry Overview
- Receivables Batch Entry
- Receivables Transaction Entry
- Enter Receivables Scheduled Payments

- Enter Cash Receipts
- Apply Posted Transactions
- Enter Refund Checks
- Batch Recovery

Lab : Receivables Transaction Entry

Lab : Credit Memo Entry

Lab : Receivables Scheduled Payments

Lab : Cash Receipts Entry

Lab : National Accounts/Cash Receipts Entry

Lab : Apply Posted Transactions

Lab : Creating and Printing Refund Checks

Module 3: Maintaining Records

This module focuses on the process of maintaining records in Receivables Management. It focuses on how to manage and view receivables data.

Lessons

- NSF Checks, Voiding, and Waiving Posted Transactions
- Change and Delete Records
- Edit Receivables Transactions
- Remove History
- Reconcile
- Perform an Inquiry
- Reports

Lab : Voiding a Document

Lab : Assessing a Non-Sufficient Funds Charge

Lab : Edit Receivables Transactions

Module 4: Period-End Processing

This module explains the procedures performed at the end of fiscal periods in Receivables Management.

Lessons

- Period-End Procedures Overview
- Aging Process
- Finance Charges
- Print Statements
- Reprint Statements
- Paid Sales Transactions Removal
- Other Period-End Procedures
- Reconcile Receivables to General Ledger
- Year-End Routines

Lab : Aging Process

Lab : Write Off an Invoice